



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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JERRY E. POWERS
Chief Probation Officer

March 13, 2015

ADDENDUM NUMBER TWO TO REQUEST FOR PROPOSALS (RFP) #6401501 TO PROVIDE GENDER SPECIFIC SERVICES IN THE COMMUNITY TO AT-RISK AND PROBATION FEMALE YOUTH UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)

This is Addendum Two to Request for Proposals to Gender Specific Services in the Community to At-Risk and Probation Female Youth under the Juvenile Justice Crime Prevention Act (RFP # 6401501), which was released on February 13, 2015. This Addendum contains responses to written questions that were submitted prior to the February 27, 2015, 12:00 p.m., PT deadline. This Addendum is posted on the following websites:

Los Angeles County "Doing Business with Us":
<http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>

Los Angeles County Probation:
<http://probation.lacounty.gov/wps/portal/probation/work>

Proposals are due on Friday, March 27, 2015, 12:00 p.m., (Pacific Time). No late proposal will be accepted. We look forward to receiving your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Tasha Howard".

Tasha Howard, Director
Contracts & Grants Management Division

GENDER SPECIFIC SERVICES IN THE COMMUNITY RFP #6401501

QUESTIONS

1.	Question	Could our plan be submitted to serve a particular service area, but still be open to American Indian young women in other service areas?
	Answer	Probation identifies and refers participants to these services.
2.	Question	In section 8.4.1 of the RFP (page 38), under the heading Proposer's References, the first paragraph, second sentence states, "In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts." What are these databases? Who keeps them and what information do they contain? Are they internal records kept by the County or open to the public? Is it possible for current and former contractors to have access to the reports from these databases regarding our performance?
	Answer	They are County internal Databases that are used for contractor compliance and contract audit information. Agencies that are placed in the Contractor Alert Reporting Database are notified prior to placement. The County's Contract Database is for audits conducted for County's Prop-A, IT and Cafeteria services contracts.
3.	Question	In section 8.4.1 of the RFP (page 38), under the heading Proposer's References, the second paragraph, first sentence states, "A review will be conducted to determine the significance of any litigation or judgments pending against the proposer as provided in Subsection B.3 of the Business Proposal." What criteria will be used to determine significance? How will points be assigned or deducted based on significance?
	Answer	The significance and points assigned to this section is based on a number of factors which may include the number of pending litigation, judgments, size of agency, number of contracts the agency may have/had, etc.
4.	Question	In section 8.4.1 of the RFP (page 39), under the heading Financial Capacity, the first paragraph, second sentence states, "Evaluation may include the use of financial ratios for aiding in the determination of financial health." What financial ratios are used? How are the financial ratios scored?
	Answer	Ratios are calculated by agencies assets vs. liabilities.

5.	Question	Is the approx. 40 clients from the probation department in each cluster or each city in the cluster?
	Answer	Approximately 40 referrals per cluster annually. Please refer to Addendum (dated March 4, 2015).
6.	Question	Budget Narrative Page Limit - Is there a page limitation on the Budget Narrative Exhibit 13A, Appendix D page 15?
	Answer	There is no page limit.
7.	Question	Business Proposal Page Limit – Business Proposal Format, Paragraph 7.8, page 26. Is there a page limit on the business proposal?
	Answer	There is no page limit.
8.	Question	Cost Proposal Page Limit – Cost Proposal Format, Paragraph 7.9, page 35. Is there a page limit on the cost proposal (excluding mandatory forms)?
	Answer	There is no page limit
9.	Question	General Page Limit – Proposal Submission, Paragraph 7.11, page 35. Are there any general page limits for an organization's entire proposal?
	Answer	There is no page limit
10.	Question	Individuals Served - Is there a minimum or maximum number of individuals that the County expects to be serviced each year or six-month period for this project?
	Answer	For the initial 6 month period, there will be approximate 20 referrals per Cluster. For subsequent 12-month option periods, there will be approximately 40 referrals per Cluster. Please refer to Addendum (dated March 4, 2015).

11.	Question	2.1 Statement of Work, Is there any protocol in place for how and when the contractor will be provided case plans and outcomes objectives?
	Answer	Case plans and treatment goals will be developed in collaboration with the referring DPO.
12.	Question	2.1 Statement of Work, Will the case plan goals and outcome objectives be specific to individual participants?
	Answer	Yes
13.	Question	2.1 Statement of Work, Will the case plan and objectives be provided at the time of referral in written format?
	Answer	County may or may not have a formal written case plan at the time of County referral.
14.	Question	2.1 Statement of Work, How does the county foresee its mechanisms for oversight and overall case management? Will this primarily be handled through reporting, during training/project meetings, and through the activity approvals processes referred to in the Statement of Work? Or does county staff anticipate additional activities such as the supervision of individual staff?
	Answer	Cluster Managers will arrange for direct observation, monitoring and verification of activities. Agencies will receive official training. Agencies will routinely meet with Cluster Managers.
15.	Question	2.1 Statement of Work, Are the outcome objectives referred to in this section simply the overall objectives as defined Statement of Work included as Appendix A to the RFP?
	Answer	Yes
16.	Question	2.2.1 Anticipated Contract Term, Can you describe the timeline for the confirmation of extension of a contract for the period following the initial six-month period?
	Answer	Agencies are contacted typically 30 to 60 days prior to contract expiration date to begin the modification process to extend.

17.	Question	2.2.1 Anticipated Contract Term, Will the four subsequent periods be subject to the same extension confirmation process?
	Answer	Yes
18.	Question	2.2.1 Anticipated Contract Term, Does the month-to-month term described in the second paragraph refer to July 1, 2016 through December 31, 2016? Or would this six-month phase occur commencing July 1, 2020?
	Answer	The month- to-month term refers to the last extension option.
19.	Question	2.2.1 Anticipated Contract Term, Per the statement of work, services to youth are to be 15 weeks in length. If case is referred by County in final month of contract, will Contractor still be reimbursed for services completed within the 15 weeks but after expiration of the contract?
	Answer	Agencies will not be paid for services provided after contract expiration. Probation will not send referrals for participants that cannot complete the services prior to contract expiration.
20.	Question	4.4 Background and Security Investigations, Is there a template or form the County prefers contractors to use for this monitoring and compliance reporting?
	Answer	No
21.	Question	4.4 Background and Security Investigations, Beyond initial background investigations, does the county have a usual cycle for the re-performance of background checks? Or are their existing criteria Contractor should be aware of that would invoke a subsequent investigation of an employee "at any time?"
	Answer	The County does not have a "cycle for the re-performance of background checks". However, the County reserves the right to conduct a background investigation at any time.
22.	Question	4.4 Background and Security Investigations, How long does the County anticipate it will take for Contractor to receive written notification of background clearance from the county enabling staff to work?
	Answer	There is no specified time period for completing the background process. It is on a case by case basis.

23.	Question	4.4 Background and Security Investigations, Can these costs be included as part of the 15% administrative overhead?
	Answer	No - The 15% administrative fees are those costs that have been incurred for common or joint objectives.
24.	Question	Appendix A, Statement of Work (SOW), 1.0 Scope of Work, Are the "forty (40) referrals within each cluster" the total referrals planned during the first 6 months only? If so, what volume of referrals are anticipated during each annual period thereafter?
	Answer	Please refer to questions #10.
25.	Question	1.8, Scope of Work, Is there a limit to the number of service hours provided to a single client that will be reimbursed by County?
	Answer	The number of hours/activities for each service is identified under each service category.
26.	Question	2.0 SPECIFIC TASKS, a. Sections 2.1 (Parenting) 2.2 (Mentoring) and 2.3 (Empowerment Workshops) require delivery of specific content, some of which is referred to by what appear to be names (e.g., "Modeling the Way," "Encouraging the Heart,"). Does the county have specific curricula for each of these Task areas that Contractor will be required to use to deliver services?
	Answer	No. There is no specific curriculum required.
27.	Question	2.0 SPECIFIC TASKS, If specific curricula are preferred or required can you please identify them for each task area?
	Answer	Please refer to question # 26.
28.	Question	2.0 SPECIFIC TASKS, Section 2.4 Mother (Significant Family Member)/Daughter activities calls for community projects and arts/cultural field trips. Can these activities include Mothers (Significant Family Members) and Daughters participation in activities hosted by other organizations that engage large numbers of people, or are they limited to Contractor-sponsored events?
	Answer	All Mother (Significant Family Member)/Daughter activities must be approved in advance by County to determine if they are consistent with the goals and objectives of the services.

29.	Question	2.0 SPECIFIC TASKS Section 2.5 describes Mandatory Contractor Training. Is there a curriculum – or are their curricula – currently available for review? If so, how can it/they be accessed for review?
	Answer	No
30.	Question	2.3.4 CONTRACTOR shall administer a pre- and post-test to measure participant's self-efficacy. Self-efficacy is the extent or strength of one's believe in one's own ability to complete tasks and reach goals. Does County have a specific measurement tool it will require be used for this purpose, or is it up to Contractor to identify appropriate tool?
	Answer	Yes, County will provide the tool.
31.	Question	2.1.2 CONTRACTOR shall provide three (3) hours of parent support workshops to parent/guardian. Workshops shall include a minimum of two (2) parents/guardians. The curriculum for the workshops must be approved by COUNTY. COUNTY may provide prior written approval for one-on-one workshops on a case-by-case basis. 2.2.2 CONTRACTOR shall provide a minimum of two (2) mentoring activities to each participant. Each activity shall be up to and no more than four (4) hours in length. Activity requests must be submitted a minimum of ten (10) days prior to each activity by email or fax and must be approved in writing by COUNTY prior to services being rendered. Are these minimums or a maximums? Will contractor be reimbursed for providing more parenting workshops or more mentoring activities to each participant
	Answer	Please refer to question #25.
32.	Question	RFP Page 4, 2.0 PURPOSE/AGREEMENT FOR GENDER SPECIFIC SERVICES IN THE COMMUNITY, 2.1 Can you please provide clarification as to which case management functions will be conducted by County and which will be responsibility of Contractor?
	Answer	The assigned Deputy Probation Officer is the case manager. The responsibilities of the Contractor are delineated in this RFP.

33a.	Question	<p>6.0 RESPONSIBILITIES 6.3.11, CONTRACTOR shall be required to have alternate staff that have successfully passed background clearances pursuant to Paragraph 7.4 (Background and Security Investigations) of the Contract trained and approved to instruct program participants in the required curriculum.</p> <p>Can you please provide clarification about the purpose and specificity about what this means?</p>
	Answer	Any contractor or subcontractor employee that works on this contract must receive a background clearance. Also, continuous service must be provided, as such the agency must have alternate staff cleared.
b.	Question	6.0 RESPONSIBILITIES 6.3.11, Does the "trained and approved to instruct" language refer to Contractors curricula and services? Or does the "trained and approved to instruct" language refer to staff who have completed initial training from county?
	Answer	This refers to the curriculum and services.
c.	Question	6.0 RESPONSIBILITIES 6.3.11, Once having completed the County's mandatory training are Contractor's staff anticipated to provide the same material to additional staff?
	Answer	Yes, because not all staff may have been hired or available to attend the training.
34.	Question	Can you please confirm that there are no page limits or requirements as far as formatting of the business proposal?
	Answer	Please refer to question #7
35.	Question	Is this a new program or a re-bid of an existing program?
	Answer	It is a new solicitation for existing services.
36.	Question	If an existing program, which agencies are the current contractors in each Cluster and what is the funding amount of each contract?
	Answer	<p>The contracts are \$220K each annually. The current contractors are as follows:</p> <p>INTER-AGENCY DRUG ABUSE RECOVERY PROGRAM- Cluster1 SOLEDAD ENRICHMENT ACTION- Cluster 2 JEWISH VOCATIONAL SERVICES- Cluster 3 HELPLINE YOUTH COUNSELING- Cluster 4 ASIAN YOUTH CENTER- Cluster 5</p>

37.	Question	If this is a re-bid of an existing program and there are changes in the program design or services, what are those changes?
	Answer	It is a new solicitation for existing services. For a copy of the current Statement of Work, you may submit a Public Records Request to the Contract Analyst. Please refer to RFP, Section 7.4.
38.	Question	Will this program be a court ordered condition of probation for any or all youth?
	Answer	No
39.	Question	Regarding this provision on page 7 in section 3.1.7: Proposer must have a service area site located within the Cluster listed in Technical Exhibit 4 (Clusters) of Appendix B (Statement of Work Technical Exhibits) for which services are being proposed. The address to the service area site must be included in the proposal. Must the proposer have the site at the time of submitting the proposal, or can a proposer provide a commitment to open a site in the Cluster by the start of the contract on 1/1/16 with the contract contingent on doing so?
	Answer	The address to the services area site must be located within the Cluster for which services are being proposed. The address must be included in the proposal. Please refer to RFP, Section 3.1.7
40.	Question	Regarding this provision on page 27 in section 7.8.4: The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments. Does this apply only to partnerships? Does this apply to corporations?
	Answer	Partnership only. Please refer to RFP, Section 7.8.3 for corporation requirements.
41.	Question	On page 1 in the Scope of Work in section 1.1, it says, "COUNTY anticipates making approximately forty (40) referrals within each cluster." The initial contract period is 6 months and it is expected that 40 referrals will be made. Does that mean that if extended for a year, there will be 80 referrals? Or are 40 referrals for a year period, so that we should expect there to be 20 within the initial 6 month period?
	Answer	Please refer to question #10.

42.	Question	On page 7 in the Scope of Work in section 2.2, it says there is a minimum of 2 mentoring activities and 2 mother/daughter activities per youth. Is there a maximum number of mentoring and/or mother/daughter activities per youth?
	Answer	Please refer to question #25.
43.	Question	<p>In the financial Capability (Section B.4 – page 31), can you please confirm if acceptable documents are:</p> <ul style="list-style-type: none"> o Un-audited financials for the current partial fiscal year (include Balance Sheet/Statement of Financial Positions; Income Statement/Statement of Operations; and the Retained Earnings Statement) – Covering the period of 7/1/14 thru 2/28/2015 o Audited Financials for the FY 2013/2014 covering the period of 7/1/2013 thru 6/30/2014 o Audited Financials for the FY 2012/2013 covering the period of 7/1/2012 thru 6/30/2014
	Answer	Yes
44.	Question	Page 6 of the statement of work in section 2.1 discusses Parent Support Workshops. Is there a specific curriculum preferred for the parent support workshops or empowerment workshops?
	Answer	Please refer to question #26.
45.	Question	<p>On page 6 of the statement of work in section 2.1.1 it says, "CONTRACTOR shall provide parent support workshops that are designed to strengthen parenting practices and skills, thereby increasing the ability of the parent/guardian to monitor the behavior and activities of the participant.</p> <p>What is the anticipated (or current) average number of hours per week in the 15 week cycles that each youth (and Parent) should receive (service intensity)?</p>
	Answer	There is no average weekly number of hours that each participant must receive.

46.	Question	On page 6 in the statement of work and section 8.2.3 on empowerment workshops, it says, COUNTY anticipates making approximately forty (40) referrals within each cluster. CONTRACTOR shall complete all program services within a 15 week period from the referral start date." Considering 40 referrals per year and 15 weeks to complete all program services.... after the initial ramp-up period, should each cluster assume approximately 3 referrals a month for a program maximum of 8-11 youth plus parents on an ongoing basis?
	Answer	A specific plan will be developed between the Contractor and County.
47a.	Question	In the Statement of Work, Section 1.4, Referral Process, 1.4.3, Page 5 — "Ensure that participant's parent/guardian signs a "Release of Information" prior to starting services." Questions related to this section: A release of information should be signed and dated within HOW MANY DAYS prior to client start date?
	Answer	The form should be signed on or before services are to be provided.
b.	Question	Who will be responsible for obtaining the release of information consent form, the Provider or Probation officers, since this would need to be obtained prior to services starting?
	Answer	Contractor
c.	Question	If the provider will be responsible, then will an orientation or introductory workshop/session be billable?
	Answer	No
48.	Question	In the Statement of Work, Section 1.8, Page 5, it states, "COUNTY shall pay CONTRACTOR for Mandatory Contractor Training received on a monthly basis." Does this mean that the County will be providing monthly mandatory trainings?
	Answer	County will provide mandatory trainings on an as needed basis.

49a.	Question	<p>In the Statement of Work, Section 1.8, Page 5, it states —“COUNTY shall reimburse CONTRACTOR based on the number of service units provided on a monthly basis. Service units are defined as one (1) hour of direct service provided by CONTRACTOR. COUNTY shall pay CONTRACTOR for Mandatory Contractor Training received on a monthly basis. One Mandatory Contractor Training unit equals one hour of training provided by COUNTY.”</p> <p>When will monthly Mandatory Contractor trainings be available and/or held? Will there be a schedule provided?</p>
	Answer	On an as needed basis with timely notification
b.	Question	How will these be billed, what will be needed in order to bill?
	Answer	Training will be paid as provided. At minimum, the invoice should include the name of staff and date of training.
50	Question	In the Statement of Work, Section 2.1, Page 6, with regard to Parent Support Workshops — Will the Parent Project be acceptable for the Parent Support Workshop component?
	Answer	Please refer to question #26.
51a.	Question	<p>In the Statement of Work, Section 2.1, Parent Support Workshops, 2.1.2, Page 6 —“CONTRACTOR shall provide three (3) hours of parent support workshops to parent/guardian. Workshops shall include a minimum of two (2) parents/guardians. The curriculum for the workshops must be approved by COUNTY. COUNTY may provide prior written approval for one-on-one workshops on a case-by-case basis.”</p> <p>Can Parent Project be used in place of or as part of the 3-hour Parent Support Workshops?</p>
	Answer	Please refer to question #26.

b.	Question	Is this requirement only for 3 hours total per client's parent/guardian or is it 3 hours per parent workshop?
	Answer	3 hours per participant
c.	Question	Is this a minimum number of hours? If it is 3 hours TOTAL, can the parent component go beyond 3 hours?
	Answer	Please refer to question #25
d.	Question	How far in advance must written approval be obtained for one-on-one parent workshops?
	Answer	There is no specific timeframe for this type of request.
e.	Question	If a parent workshop was planned for more than 2 parents but only 1 shows up, can this be billable even without prior one-on-one approval?
	Answer	This will be determined on a case by case basis.
52.	Question	<p>In the Statement of Work, Section 2.2.2, Mentoring Activities, Page 7, it states — "CONTRACTOR shall provide a minimum of two (2) mentoring activities to each participant. Each activity shall be up to and no more than four (4) hours in length. Activity requests must be submitted a minimum of ten (10) days prior to each activity by email or fax and must be approved in writing by COUNTY prior to services being rendered."</p> <p>If more than 2 were scheduled for a mentoring activity but only 2 or less come, can the counselor still provide the approved event with the approved hours? For example, five clients committed to attend a mentoring activity to a local museum for 4 hours (and it was approved by Cluster Manager), but when counselor goes to pick clients up, there is only 1 or 2 girls. Can counselor still provide the activity to the local museum for the 4 hours?</p>
	Answer	This will be determined on a case by case basis.

53a.	Question	In the Statement of Work, Section 2.3.3, Paragraph 1, Page 8, Empowerment Workshops, it states, "COUNTY may provide prior written approval for one-on-one workshops on a case-by-case basis." How far in advance must approval be obtained for these one-on-one workshops?
	Answer	There is no specific timeframe for this type of request.
b.	Question	Does written approval include emails or will it be more formalized (i.e. approval form)?
	Answer	Written approvals also includes emails.
c.	Question	Is there a limit to how many one-on-one workshops can be provided to an individual?
	Answer	One-on-one workshops are not the intent of this service. This is intended to be a group-oriented service delivery model.
d.	Question	Will these one-on-one workshops be in addition to the 12 group workshops or in place of any of the 12 group workshops?
	Answer	No.
54.	Question	General Billing Question about Mentoring Activities: Given the fact that client contact time begins once clients are picked up, will travel time be billable as part of mentoring activities?
	Answer	No
55.	Question	General Program Question: How many workshops can a client miss before being dismissed from the program? Does it have to be consecutively missed workshops or is it a total number of workshops that will disqualify them?
	Answer	There is no specific number and would be determined on a case-by-case basis.

56.	Question	Section 2.1.2, Page 6, Question about One-on-one workshops. Does this mean that if a counselor comes to a planned group where more than 2 clients are expected but only 1 shows up, can we still conduct a workshop to the 1 client and bill for it even if there is no prior approval, since it was expected that more would attend? In the current contract and also past contracts, no prior approval in these types of cases was necessary in order to bill, IF it was expected that more than 2 clients were planning to attend. Is this still the case?
	Answer	A minimum of two clients per workshop are expected.
57a.	Question	Section 7.8, Business Proposal Format, Page 26: Are there page limits for the RFP response?
	Answer	No
b.	Question	Are there page limits for any particular section of the RFP response?
	Answer	No
c.	Question	Is there a particular font that responders should use?
	Answer	Please refer to RFP, Page 35, Section 7.11, Proposal Submission
d.	Question	Is there a particular type size that responders should use?
	Answer	Please refer to RFP, Page 35, Section 7.11, Proposal Submission
58.	Question	Section 7.8.2, Page 26 - Is a Board Resolution confirming those eligible to submit the RFP and bind the agency into contract required?
	Answer	No
59.	Question	Section 7.8.12, Business Proposal Required Forms, Page 34: Will the Business Proposal Required Forms be provided in typable format?
	Answer	No

60.	Question	Section 7.9, Cost Proposal Format, Page 35: Will the Cost Proposal Required Forms be provided in typed format?
	Answer	No
61.	Question	Section 7.8.7, Proposer References, Number B, Page 29. Are we able to list Probation management and/or staff as references on Exhibit 2?
	Answer	References listed on Exhibit 2 should list staff that can substantiate the quality of program services provided by your agency.
62	Question	Section 7.8.7, Financial Capability, Number D, Page 31. Our fiscal year is July 1 to June 30. To meet the RFP requirements, would we submit an unaudited financial statement for the current partial year, the audit for the year ending June 30, 2014 and the audit for the year ending June 30, 2013?
	Answer	Please refer to question #43.